

**TUCKAHOE LOCAL HUMAN RIGHTS COMMITTEE
NORTH PARK LIBRARY
8309 Franconia Road**

**Quarterly Meeting Minutes
March 5, 2013**

- I. **Call to order:** The meeting was called to order at 3:45 p.m. by Monica Lucas, Committee Chair
- II. **Welcome & Introductions:**
All affiliates introduced themselves and their respective programs. The following are Committee Members and Affiliates present:

Committee Members Present:

Ms. Monica Lucas - Chairperson
Ms. Corinthia Morris- Secretary
Mr. John Redd - Member

Committee Members Absent:

Kia Symonds – Vice Chairperson
Stephen Dawe – Member
William Surber – Member
John Vannoy - Member

Advocate Present:

Michael Curseen – Human Rights Regional Advocaes

Affiliate Members Present:

Alliant Human Services – Terrence Jones
Associates in Counseling & Therapeutic Services – Delores Smith, Korenee Walthour
Daily Grace Adult Day Program – Sharon Taha, Latosha Frye
EMS Intensive in-Home Services – Jennapher Turner
Family & Community Support Systems, LLC – Julia Griffith
Greater Unity – Sterling Burton
GROWN Program/Solutions – Latroyal Smith
Hamlet House Youth Services – Gwen Ingram
Hargrove, Oliver & Parker – Charita Watkins
Hope First, LLC – Shaquana Byrd, Koteka Jenkins
H.Y.P.E. Youth Services – zNakia Madison
OLA Home for Boys and Family Services – Jessica Brooks, Kesia Burden
Renaissance Residential Services – Guiriande Dorsainville
Rise UP – Denise Turner, Juan Wilson
Southern Virginia Regional Medical, Debra Hewitt
The Trimble Agency, Nichole Trimble
Williamsville Wellness, Gayle, Nordaway (signature not clear)

Affiliate Members Absent:

Blue Ridge Residential
Time Family Services

III. **Public Comment:** No public comments were made.

IV. **Minutes:**

The minutes were read and approved with the following corrections:

- C. Woodson was reported absent from last meeting; however, she was present

V. **Advocate's Report – F.O.I.A. – Complaint Definition and Reporting**

Mr. Curseen stated that with the number of affiliates, there should be more complaints reported to his office – whether formally or informally handled. He gave definitions and specific examples of complaints. If in doubt of whether you have a complaint or not, always call to get clarification. Handouts were made available to affiliates, including DMAS information.

VI. **Treasurer's Report:**

Ms. Cynthia Woodson of Family & Adolescent Services presented Treasurer' Report:

Beginning balance:	\$2,372.12
Deposits	\$ 307.00
Expenditures	\$ 538.42
Ending Balance	\$ 2,140.70

If anyone needs to pay dues, please see Mrs. Woodson. She also needs to reimburse persons who provided refreshments this month. All receipts should be turned in to her as soon as possible.

Annual dues were explained for the sake of new affiliates. Affiliates will pay \$100 every other year. Collection of dues started June 2012. If you did not pay dues between June and December, they are due and owing now. Mr. Burton will receive monies and Ms. Woodson makes all deposits. If any affiliate needs to review recording of monies or Treasurer's Report, Mrs. Woodson will make it available.

Appreciation was expressed to affiliate who furnished refreshments for our meeting.

VII. **Old Business**

**LHRC follow-up: Re: Quarterly Report Follow-Up for 3rd Quarter Reporting Period
7/1/2012 – 9/30/2012**

1. Daily Grace Adult – Report not received
2. Family and Adolescent Services
3. Greater Unity Adult Day Services
4. OLS Home for Boys
5. Southern Va Regional Medical Center

All other reports were received and reviewed. However because the **committee does not have a quorum, these will be voted on a a later date.**

VIII. New Business

A. Community Assistance Network - Request for Affiliation (New)

They will be servicing intellectual disabilities. Located in eastern Henrico area, they will have a nurse to provide health and wellness 3 – 4 times weekly; therapy room for challenging behaviors. Arts and craft activities will be available and crafts will be sellable to the public. They will have no more than 15-20 individuals; Medicaid waiver program will be accepted as well as self-pay. All staff qualifications for this program were discussed. Ideas have also been discussed to allow the craft activities to be utilized by other group homes as well as the public.

THIS WILL BE VOTED ON AT A LATER DATE BECAUSE OF LACK OF QUORUM

B. New Path Interventions – Request for Affiliation (New)

They presented a display for committee. This will be an in-home service for individuals and families. They will provide intensive in-home services in the home of the client. Qualifications of staff were discussed. This program will provide a positive approach for children and adults who are at risk of being displaced out of the home. They will use a hands-off approach which was discussed in length. The consensus was that there needs to be something in place if a client acts out. For example, if the client were to run in the street, you can't stand by and allow him/her to get hurt because of the "hands-off" policy.

THIS WILL BE VOTED ON AT A LATER DATE BECAUSE OF LACK OF QUORUM

C. OLA Home for Boys – Request for Affiliation (Expansion)

This will be OLA homes for boys and girls – Amber House. They will provide life skills, therapy, social and cultural enrichment. It will be modeled after the boys' home. Will work with juvenile justice as well as social services. They believe the need for group homes is returning and there are a lot of parental referrals.

They will provide an after-school program which has been successful because more participation has been noticed in class rooms. Want to provide year-round therapeutic day treatment which will include group therapy services after school, in churches, at Pine Camp, etc.

D. Alliant Consortium/Alliant - Notification of Additional Office Location

Alliant Consortium/Alliant Human Services have an additional office located on Cutshaw Avenue. It is to be a new administrative office.

E. Hope First

Their program will consist of 18 – 21 year old middle and high school children with behavior issues. Need more parental involvement to empower parents. Would like to get harmony with families but not enable them.

All policies have been sent to Mr. Curseen except Community Assistance Network.

Ms. Lucas, Committee Chairperson emphasized that the committee will meet at a later date to vote on all new affiliations and other items where a vote is necessary because of a lack of a quorum at this meeting.

F. Meeting Dates and Reporting Months Schedule for 2013

All quarterly reports should be submitted by 5:00 p.m. Everyone is required to submit a report whether you are licensed or not. If you have no clients during that period, just indicate that but still fill in the report and send to Catherine St. Ours. If you have several locations, there needs to be a separate form for each. Question 4 was discussed in detail with possible responses. Question 4 has to be answered whether you have clients or not.

G. LHRC Provider Expectation Concerning Attendance Requirements

All affiliates are required to attend all meetings per year (there are only four (4) meetings each year. Someone from your facility must be in attendance and your Quarterly Report has to be sent within the time frame. If these guidelines are not adhered to, you could be reported to licensing and your license could possibly be in jeopardy.

Time Family Services was not compliant with attendance. Therefore, their facility will be removed from this local human rights committee. A letter has been drafted to send to the State Human Rights Committee recommending termination.

H. LHRC Provider Expectation Concerning Requests for Written Documents

A letter will be sent to Affiliates if not in compliance. Do not hesitate if you need clarification on anything.

IX. Quarterly Reports (4th Quarter) for Reporting Period 10/1/12 – 12/21/12

All reports were received and therefore, no roll call is necessary at the meeting to save time. (There was applause from the Affiliates).

Ms. Lucas made comments for all Affiliates. Everyone needs to take a look at their Quality Assurance. There needs to be training and documentation. A mechanism is needed that can assure that the window of abuse or neglect is closed. Staff will not volunteer all information. Does your counselor know what a violation is? What's going on when you are not there? Put checks and balances in place.

Renaissance Residential Services, LLC. The committee will talk to this facility in a closed Executive session.

Ms. Lucas also shared with group that changes are coming through the General assembly. We need to be proactive. Much of the information will be directed to our programs – state and local services. Financial and qualification of staff may be affected. Discuss with your directors. These changes are usually affective by July 1. If you're not sure of the interpretation of certain information, call licensing to be more abreast of changes; again be proactive. Check policies and procedures that were sent in February. Review policies and check website to search for any changes. There are new guidelines regarding intensive in-home services; they should have group and family counseling

X. The next meeting is scheduled for June 4, 2013

Refreshments: Daily Grace

Set-Up: A C T S

Breakdown: EMF

Minutes Hope First

XI. Adjournment